

Finance and Administration Cabinet STANDARD PROCEDURE		ISSUED BY: Office of Administrative Services, Division of Human Resources
PROCEDURE #2.20	SUBJECT: Leased and Owned Vehicle Use	
EFFECTIVE DATE: 8/3/10		
CONTACT: Executive Director of Administrative Services		LOCATION: Capitol Annex 183 PHONE: 564-8644

STATEMENT OF AUTHORITY

1. The Finance and Administration Cabinet's Standard Procedures Manual establishes standard mandatory internal procedures cabinet-wide. These procedures are established in accordance with the Secretary's statutory authority under KRS 42.014 and KRS 12.270 to establish the internal organization and functions of the Cabinet as necessary to perform the duties effectively.
2. The Standard Procedures Manual may only be revised in accordance with the process outlined in Standard Procedure #1.1 entitled: "Finance Standard Procedures and Manual".

I. PURPOSE

These policies and procedures are established to guide the cabinet's employees and authorized users in proper and prohibited usage of vehicles. These procedures are in addition to guidelines established in the Division of Fleet Management Guide for State Vehicles, which is incorporated by reference in full and total. Any violation of these policies may result in disciplinary action, up to and including termination.

II. PROCEDURE

A. Minimum Standards for Driving a State Vehicle

1. Must be a state employee or authorized agent as defined in the Division of Fleet Management Guide for State Vehicles.
2. Must have [Vehicle Equipment Use Agreement \(7. Forms 2.20/a\)](#) signed and on file.
3. Must have a valid operator's license and any other required license or certificate.
4. Must be at least eighteen (18) years of age.
5. The employee shall sign a use agreement prior to driving a state vehicle.

B. Special Certification or Licensure

1. Specially certified or licensed operators of vehicle and equipment shall complete safety training through the Division of State Risk and Insurance Services.
2. Operators of vehicles and equipment requiring special licenses and certification shall be properly licensed and certified prior to operating vehicles and equipment.

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3. An applicant for a position requiring a CDL license shall be drug tested prior to employment and shall undergo random drug tests after employment at least annually.

C. Using a State Vehicle - Policies and Prohibited Uses

1. The following policies govern state vehicles and equipment:
 - a. Use of a state vehicle shall be limited to state business only. Incidental use associated with state business away from the employee's work station is defined in Sections H, I and J.
 - b. All drivers and passengers in state vehicles shall comply with all Kentucky laws, including the Kentucky seat belt law.
 - c. A child passenger under 7 years old or 50 inches or less in height, or both, shall be properly secured in compliance with KRS 189.125.
2. The following uses are prohibited:
 - a. Committing any traffic violation.
 - b. Reckless driving or speeding.
 - c. Driving while impaired by fatigue, alcohol, drugs or any other condition.
 - d. Smoking in state vehicles.
 - e. The use of a cell phone or mobile communication device by the driver while driving.
 - f. Transporting non-state employee passengers, including family members without prior written approval from the Division of Fleet Management.
 - g. Using the vehicle for personal gain, such as delivering goods or services not related to the employee's state job.
 - h. The use of a radar detection device.
 - i. Any modification, including but not limited to, including affixing signs, stickers, antennas, bike racks, ski racks, etc. that is not approved in advance by the Division of Fleet Management.

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- k. Transporting animals except special-needs animals or those animals which are directly related to the agency's work.
 - l. Transporting hitchhikers.
 - m. Transporting bicycles inside vehicles.
 - n. Any other use not expressly authorized by the Division of Fleet Management.
3. Drivers who have questions regarding the appropriate use of a state vehicle shall consult the Division of Fleet Management.
 4. Failure to observe Policies or Prohibited Uses or both may result in the loss of state vehicle driving privileges.

D. Permanently Assigned Vehicles

1. Requests for a permanently assigned vehicle shall be made in writing and include the justification for permanent assignment. Criteria are listed in the Division of Fleet Management Guide to State Vehicles.
2. The request shall include authorization from the Supervisor, Executive Director and Agency Head.
3. Submit the request to the Cabinet Secretary for approval. Once approved, the assignment may be completed.
4. The driver of a permanently assigned vehicle may have tax reporting responsibilities. The current guidelines and information are located on the Fleet Management website at <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/manual/>.

E. Citations

1. Any state vehicle violation incurred while operating a state-owned vehicle shall be reported to Fleet Management through the agency coordinator within 24 hours.
2. Drivers shall be responsible for promptly paying all vehicle fines.
3. Failure to pay parking tickets or other violations immediately may result in the loss of state vehicle driving privileges.

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F. Driver Disqualification

Driving a state vehicle is a privilege, not a right. Commonwealth of Kentucky employees and authorized agents of the state may be disqualified from driving a state vehicle based on their driving records. The Commonwealth reserves the right to either disqualify or qualify individuals based on the severity of an offense or accident, or combinations of offenses or accidents.

1. Type 1 Offenses: Driving prohibited if shown on driver's Motor Vehicle Record within last three years:
 - a. Conviction for reckless driving.
 - b. Leaving the scene of an accident.
 - c. At fault in a fatal accident.
 - d. Felony conviction involving a vehicle.
 - e. Conviction for alcohol and/or drug-related driving offense.
 - f. Refusal to submit to blood alcohol test.
 - g. Driving on a suspended license.
 - h. Failure to appear in court.
2. Type 2 Offenses: Any combination of four moving violations and at fault accidents (see matrix below). Examples of moving violations are:
 - a. Running a red light
 - b. Ignoring a stop sign
 - c. Speeding
 - d. Passing a stopped bus
3. Matrix Definitions
 - a. Borderline – Motor Vehicle Report shall be checked every 6 months; approval subject to no deterioration in the record.
 - b. Prohibited – Employee is prohibited from driving state owned or leased insured vehicles.

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DRIVER ACCEPTABILITY MATRIX

Moving Violations
Within Past 3
Years

Number of At-fault Accidents Within Past Three Years

Type 1 Citations
Within Past 3
Years

		0	1	2	3	4		1 or More
0		Clear	Acceptable	Acceptable	Borderline	Prohibited		Prohibited
1		Acceptable	Acceptable	Borderline	Prohibited	Prohibited		Prohibited
2		Acceptable	Borderline	Prohibited	Prohibited	Prohibited		Prohibited
3		Borderline	Prohibited	Prohibited	Prohibited	Prohibited		Prohibited
4		Prohibited	Prohibited	Prohibited	Prohibited	Prohibited		Prohibited

G. Disciplinary Actions

1. The Finance and Administration Cabinet supports progressive disciplinary procedures. Any individual that exhibits unacceptable behavior or violates cabinet policies shall be advised accordingly at the earliest opportunity. Disciplinary actions will be determined on a case by case basis by Fleet Management, Human Resources and the employee's supervisors.
2. If at any time an employee's driving status or condition changes, the employee shall notify their fleet contact and supervisor within 24 hours of the change.

H. Personal Use of State Vehicles KY Requirements

With the exception of commuting, state vehicles shall not be used for personal purposes.

I. Political Use of State Vehicles

No person shall use any vehicle owned by the state for any trip which is exclusively or in part for the purposes of campaigning in support of or in opposition to any candidate for national, state or local office.

J. Incidental Travel and Stops

Drivers shall not make incidental stops at locations the public would perceive as inappropriate, such as gaming and sports venues, liquor outlets and other locations where it is unlikely that any state business or allowable incidental use is involved except when necessary and as part of the employee's job-related responsibilities.

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K. Riding in a State Vehicle

1. Non-state employees may ride in a state vehicle if on official state business and authorized in writing by the Division of Fleet Management.
2. Failure to obtain prior written approval before transporting non-state employees in a state-owned or leased vehicle may result in the loss of state vehicle driving privileges.

L. Accidents and Liability - Driver Procedure

In case of accident or damage to a state-owned or leased vehicle, the driver shall do the following:

1. Dial 911.
2. In case of injury to the driver, passenger(s), or third party, seek emergency assistance immediately.
3. Notify the Division of Fleet Management at (502) 564-2746 of any accident or injury sustained.
4. Notify the employee's supervisor.
5. If the employee is injured, notify Kim Mitchell at (502) 564-7235.
6. Complete and submit within two working days the Notice of Loss form maintained in the vehicle's glove compartment.
7. Driver is responsible for obtaining a copy of the police/accident report.

M. Contact Numbers

1. Fuel Cards: 502-564-2260
2. Help Desk: 800-928-4649
3. State Service Garage: 502-564-4090
4. Billing Questions: 502-564-2260
5. Wrecks and Damage: 502-564-2746

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III. FORMS

[7. Forms 2.20/a Vehicle Use Agreement](#)